

DWU NETBOOK USER POLICY



Divine Word University
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DWU is a Paperless University



DWU NETBOOK USER POLICY

1. OVERVIEW

As part of the Divine Word University's paperless policy, the university is equipping students with Netbooks to enhance their research, the ability to use computers and the internet and learning capabilities in a higher learning environment.

This initiative will enable the students to have fulltime access to online resources including the University's research databases and online teaching and learning materials.

2. PURPOSE

The purpose of this document is to define the terms, conditions and responsibilities of Netbook users.

3. SCOPE

This policy applies to:

- 3.1 Students of DWU eligible for a Netbook; and/or
- 3.2 Staff involved in the research, teaching, administration and issuing of Netbooks;

4. TERMS AND CONDITIONS

Please carefully read the following terms and conditions under which Divine Word University will provide Warranty and Maintenance Options to you.

IMPORTANT: It is a requirement for Netbook users to understand the DWU General ICT policy. Refer. https://intranet.dwu.ac.pg/ict/Computer_Use_Policy.pdf

4.1 Warranty

- 4.1.1 Ownership of the Netbook is not transferable.
- 4.1.2 Twelve (12) month warranty covers only manufacture defects from date of issue.
- 4.1.3 For warranty claims, the items must be returned fourteen (14) days before the warranty expiry date. This excludes Saturday, Sunday and Public Holidays.
- 4.1.4 No warranty for physical damages or alteration.
- 4.1.5 Warranty covers only items issued by Divine Word University.
- 4.1.6 Warranty is null and void if the cover had been previously opened or tampered.

5. RESPONSIBILITIES

5.1 User Responsibilities

- 5.1.1 The user is required to understand the General Netbook User Guidelines. Refer. <https://intranet.dwu.ac.pg/ict/GNUG.pdf>
- 5.1.2 The user is solely responsible for making data backups/restoration.
- 5.1.3 The user is solely responsible for any additional software requirements.
- 5.1.4 Divine Word University is not responsible for loss of data howsoever caused.
- 5.1.5 The user is solely responsible for the safety and security of the Netbook.
- 5.1.6 The user is responsible for reporting theft or loss of Netbook immediately to DWU Rangers. Rangers will formally notify ICT Services Department.

5.2 DWU Responsibilities

- 5.2.1 Provide following services and support to the Netbook
 - 5.2.1.1 Standard licensed software and updates
 - 5.2.1.2 Access to Internet and E-mail Services of the University
 - 5.2.1.3 Access to E-Learning facilities of the University
 - 5.2.1.4 Access to online Research Databases available for the University
 - 5.2.1.5 Access to user personal folders (Home Drive)
 - 5.2.1.6 Warranty Claim Services
 - 5.2.1.7 General Training for Netbook Users